

CITY OF MILPITAS
Effective:
Revision: 6/01; 11/04
EEOC: Service
Unit: MEA
FLSA: Non-Exempt
Physical: 2

MAINTENANCE CUSTODIAN I/II

DEFINITION

To be responsible for the care, maintenance, and cleaning of assigned buildings and facilities; and to perform minor maintenance tasks.

DISTINGUISHING CHARACTERISTICS

Maintenance Custodian I - This is the entry-level class in the Maintenance Custodian series, and is distinguished from level II by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that positions may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks, including the operation of applicable pieces of equipment and machinery.

Maintenance Custodian II - This is the full journey level class of the Maintenance Custodian series. The Maintenance Custodian II class is distinguished from level I by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained on the operation and maintenance of all commonly used equipment and machinery, and are thoroughly familiar with the operating procedures and policies of assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from level I.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Maintenance Supervisor and indirect supervision from the Maintenance Custodian III/ Maintenance Worker III.

- **Maintenance Custodian I**: Exercises no supervision.
- **Maintenance Custodian II**: May exercise technical supervision over less experienced maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ◆ Responsibility for the care, maintenance, and cleaning of assigned buildings and facilities.
- ◆ Sweep, vacuum, shampoo, extract, mop wax, strip, and polish floors and carpets.
- ◆ Dust and polish furniture, woodwork, fixtures, and equipment.
- ◆ Wash windows, doors, and walls.

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- ◆ Clean desks and counter tops.
- ◆ Empty and clean waste and recycle receptacles.
- ◆ Clean, disinfect, and maintain supplies in restrooms.
- ◆ Move and arrange furniture and equipment, and set up rooms for special meetings, rental groups, or events.
- ◆ Replace lights and adjust shades and blinds.
- ◆ Regulate ventilation and temperature.
- ◆ Clean air vents as required.
- ◆ Lock and unlock doors; open and close City buildings.
- ◆ Pick up papers and other debris.
- ◆ Perform minor repair and maintenance projects on buildings, doors, windows, chairs, and tables.
- ◆ Perform minor repairs on electrical, HVAC, and plumbing systems.
- ◆ Paint and perform minor touch-up tasks as assigned.
- ◆ Monitor rental group activities and enforce Rental Policy.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Maintenance Custodian I

Knowledge of:

- ◆ Safe work practices.
- ◆ Uses and purpose of general custodial tools and equipment.

Ability to:

- ◆ Learn general building maintenance skills and perform related tasks.
- ◆ Adhere to schedules for periodic cleaning of assigned buildings and facilities.
- ◆ Work independently in the absence of supervision.
- ◆ Establish and maintain effective work relationships with City staff and the general public.
- ◆ Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION

Experience:

No experience required.

LICENSE OR CERTIFICATE

- ◆ Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's license.

Special Requirements: Essential duties require the following physical abilities and work environment:

- Physical exam and drug and alcohol screening.
- Visual Requirements: Discern colors
- Auditory Requirements: 100-decibel hearing

Typically, work is performed indoors. Ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year; exposure to confined spaces, hazardous waste, sewage, chemicals; ability to walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Maintenance Custodian II - in addition to the qualifications for Maintenance Custodian I:

Knowledge of:

- ◆ Methods, materials, tools and equipment used in custodial work.

Ability to:

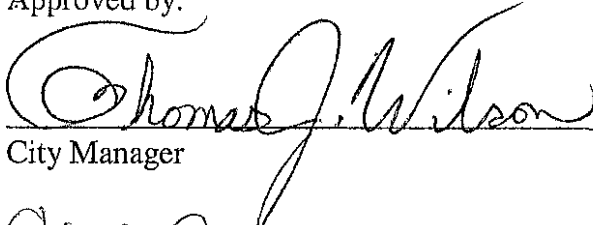
- ◆ Use a variety of custodial equipment and materials.
- ◆ Observe and report need for maintenance or supplies.
- ◆ Adhere to schedules for periodic cleaning of assigned buildings and facilities.

EXPERIENCE AND EDUCATION

Experience:

One year of experience in janitorial and related building maintenance work comparable to a Maintenance Custodian I with the City of Milpitas.

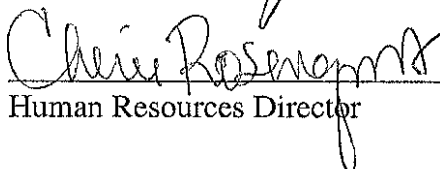
Approved by:



City Manager

12-8-04

Date



Human Resources Director